



# *The Handbook*

The Constitution, Bylaws and Regulations of the  
Burnaby and Region Allotment Gardens Association  
2018

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# BURNABY AND REGION ALLOTMENT GARDENS CONSTITUTION AND BYLAWS

In conformity with the Societies Act of British Columbia, this document sets forth the constitution and bylaws of the Burnaby and Region Allotment Gardens Association.

## CONSTITUTION

1. The name of the Society is BURNABY AND REGION ALLOTMENT GARDENS ASSOCIATION.
2. The purposes of the Society are:
  - a) To provide opportunities for non-profit, recreational fruit and vegetable gardening for residents of an urban area.
  - b) To provide horticultural advice and shared experience for members, and to encourage those who wish to undertake such gardening for the first time.
  - c) To perpetuate, in an increasingly technological age, an awareness of the natural processes of food growing.

## BYLAWS

### Part 1 - Definitions and Interpretation

#### Definitions

1.1 In these Bylaws:

"**Act**" means the [\*Societies Act\*](#) of British Columbia as amended from time to time;

"**Board**" means the Directors of the Society;

"**Bylaws**" means these Bylaws as altered from time to time;

"**Family Member**" means the spouse, son, daughter, mother or father of the person renting the plot;

"**Sublet**" means to allow another person to rent or use a plot of the person renting the plot.

#### Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

#### Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

## **Part 2 - Members**

### **2.1 Application for membership**

Persons aged 19 or older may apply to the Board for membership in the Society, and they become members upon the Board's acceptance of the application and payment of the applicable fees. Any persons previously terminated may not be accepted.

a) There are 2 types of membership:

- Voting member - A person who rents a garden plot and pays a membership fee or an associate member who pays a membership fee and is associated with a member who rents a garden plot. An associate member may be an associate member on only one plot.
- Non-voting member - A person in the family of the plot renter or associate who does not pay a membership fee and is normally called a **family member** but is not entitled to vote in the deciding of the Society's affairs.

### **2.2 Duties of members**

Every member must uphold the Constitution and comply with Bylaws and Regulations of the Society. Voting members are responsible for the actions of their family members and guests.

### **2.3 Membership Dues/Fees**

**2.3.1** The amount of the annual membership dues, plot rental fees, and community service hour fees shall be determined at the annual general meeting of the Society. The Board will determine the deadline for receipt of these fees.

**2.3.2** Refund of plot rental may be considered in exceptional circumstances up to but not after March 31<sup>st</sup> of the membership year.

### **2.4 Member not in good standing**

A voting member is not in good standing if the member fails to pay the member's annual membership dues or any other debts due, and the member is not in good standing as long as those dues remain unpaid for three consecutive months. Upon reaching the three month term the membership will automatically be terminated.

### **2.5 Member not in good standing may not vote**

A voting member who is not in good standing may not vote at a general meeting, and is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

### **2.6 Termination of membership or discipline of a member**

The Board of Directors may terminate a plot rental agreement for violating the Bylaws or the Regulations.

**2.6.1** The Board of Directors may discipline a member with a written notice of the proposed discipline, including reasons. The member will be given reasonable opportunity to make representation to the Board.

**2.6.2** The termination of the plot rental agreement will include the automatic termination of the membership.

**2.6.3** Before a plot rental agreement is terminated, reasonable opportunity to make representation to the Board will be given to the member.

## **Part 3 - General Meetings of Members**

### **3.1 Time and place of general meeting**

A general meeting must be held at the time and place the Board determines at least once in every calendar year. A notice may be given to a member, either personally, or by mail or e-mail to the member's registered address. Notice must be sent at least 14 days before the meeting.

### **3.2 Ordinary business at general meeting**

At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the Directors or auditor;
- (d) election or appointment of Directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the Directors not requiring the passing of a special resolution.

### **3.3 Notice of special business**

Notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business, and in the case of a special resolution, the text of the resolution.

### **3.4 Chair of general meeting**

The following individual is entitled to preside as the Chair of a general meeting:

- (a) The individual, if any, appointed by the Board to preside as the Chair;
- (b) If the Board has not appointed an individual to preside as the Chair or the individual appointed by the Board is unable to preside as the Chair,
  - (i) the President,
  - (ii) the Vice-president, if the President is unable to preside as the Chair, or
  - (iii) one of the other Directors present at the meeting, if both the President and Vice-president are unable to preside as the Chair.

### **3.5 Alternative Chair of general meeting**

If there is no individual entitled under these Bylaws who is able to preside as the Chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the Chair.

### **3.6 Quorum required**

Business, other than the election of the Chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

### **3.7 Quorum for general meetings**

The quorum for the transaction of business at a general meeting is 3 voting members or 10% of the voting members, whichever is greater.

### **3.8 Lack of quorum at commencement of meeting**

If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

(a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and

(b) in any other case if a quorum is not present within 30 minutes from the time set for holding the meeting, the voting members who are present constitute a quorum for that meeting.

### **3.9 If quorum ceases to be present**

If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **3.10 Adjournments by Chair**

The Chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

### **3.11 Notice of continuation of adjourned general meeting**

It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

### **3.12 Order of business at general meeting**

The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,
  1. receive the Directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
  2. receive any other reports of Directors' activities and decisions since the previous annual general meeting,
  3. elect or appoint Directors, and



4. appoint an auditor, if any;
5. deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
6. hold elections for the Board of Directors
7. terminate the meeting.

### **3.13 Voting**

All members who have paid their annual membership fees and have no out-standing debts to BARAGA are in good standing and are entitled to vote.

### **3.14 Methods of voting**

At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except when 2 or more voting members request a secret ballot or a secret ballot is directed by the Chair of the meeting, voting must be by a secret ballot.

### **3.15 Proxy voting not permitted**

Voting by proxy is not permitted.

### **3.16 Matters decided at general meeting by ordinary resolution**

A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

### **3.17 Announcement of result**

The Chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

### **3.18 Nominations**

Nominations to the Board of Directors shall be open to all current members in good standing. Members may be notified of any openings by publishing them in the newsletter or posting them on the web site. Nominations may be sent to the nominating committee at any time by e-mail and they will be considered at the first opportunity. All nominations must have the consent of the person being nominated. During the AGM nominations may be taken from the floor.

### **3.19 Annual General Meeting Elections**

The annual general meeting elects the four BARAGA officers (President, Vice-president, Secretary, and Treasurer) and one or more Directors-at-Large. Separate elections must be held for each office to be filled. To stand for election, a member must be present at the meeting, or have accepted nomination in writing. An election can be by acclamation; otherwise it must be by secret ballot. Candidates receiving the most votes are elected. Directors resign from office at the annual general meeting before their successors are elected. The annual general meeting determines the number of Directors-at-Large to be elected. Members can vote for any number of Directors-at-Large, up to the number to be elected.

## **Part 4 – Directors**

### **4.1 Number of Directors on the Board**

The number of directors must be 5 or a greater number determined from time to time at a general meeting.

### **4.2 Election or appointment of Directors**

At each annual general meeting, the voting members entitled to vote for the election or appointment of Directors must elect or appoint the Board.

- (1) The Directors must retire from office at each annual general meeting when their successors are elected.
- (2) Separate elections must be held for each office to be filled.
- (3) An election may be by acclamation; otherwise it must be by ballot.
- (4) If a successor is not elected, the person previously elected or appointed continues to hold office.
- (5) The Directors are eligible for re-election.

### **4.3 Directors may fill casual vacancy on the Board**

The Board may, at any time, appoint a member as a Director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a Director during the Director's term of office.

## **Part 5 - Directors' Proceedings**

### **5.1 Calling Directors' meeting**

The Directors may meet at any location, on any notice and in any manner convenient to the directors.

### **5.2 Notice of Directors' meeting**

At least 2 days' notice of a Directors' meeting must be given unless all the Directors agree to a shorter notice period.

### **5.3 Proceedings valid despite omission to give notice**

The accidental omission to give notice of a Directors' meeting to a Director, or the non-receipt of a notice by a Director, does not invalidate proceedings at the meeting.

### **5.4 Conduct of Directors' meetings**

The Directors may regulate their meetings and proceedings as they think fit. Directors may participate and cast their vote remotely.

### **5.5 Quorum of Directors**

The quorum for the transaction of business at a Directors' meeting is a majority of the Directors.

## **5.6 Committees**

The Directors may delegate any, but not all, of their powers to committees consisting of a Director as Chair and other Directors or voting members.

## **Part 6 - Board Positions**

### **6.1 Election or appointment to Board positions**

Directors must be elected or appointed to the following Board positions, and a Director, other than the President, may hold more than one position:

- (a) President;
- (b) Vice-president;
- (c) Secretary;
- (d) Treasurer.

### **6.2 Directors-at-Large**

Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as Directors-at-Large.

### **6.3 Role of President**

The President is the Chair of the Board and is responsible for supervising the other Directors in the execution of their duties.

### **6.4 Role of Vice-president**

The Vice-president is the Vice-chair of the Board and is responsible for carrying out the duties of the President if the President is unable to act.

### **6.5 Role of Secretary**

The Secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and Directors' meetings;
- (b) taking minutes of general meetings and Directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

### **6.6 Absence of Secretary from meeting**

In the absence of the Secretary from a meeting, the Board must appoint another individual to act as Secretary at the meeting.

### **6.7 Role of Treasurer**

The Treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;

- (c) preparing the Society's financial statements;
- (d) making the Society's filings respecting taxes.

## **Part 7 - Remuneration of Directors and Signing Authority**

### **7.1 Remuneration of Directors**

These Bylaws do not permit the Society to pay any Director remuneration for being a Director, but the Society may, subject to the Act, pay remuneration to a Director for services provided by the Director to the Society in another capacity.

### **7.2 Signing authority**

A contract or other record to be signed by the Society must be signed on behalf of the Society one or more individuals authorized by the Board to sign the record on behalf of the Society.

## **Part 8 - Amendments to Bylaws**

These Bylaws may not be altered or added to except by special resolution.

## **Part 9 - Dissolution**

Upon the winding up and dissolution of the Society, any assets remaining after the full discharge of debts shall be paid to a recognized Canadian charitable institution designated by the Directors and approved by the members. This clause was previously unalterable.

## **Part 10 – Access to Records**

### **10.1 Inspection of Documents and Records**

A member in good standing is entitled to, upon providing not less than fourteen (14) days notice in writing to BARAGA, to examine any of the official records such as documents, registers, minutes, resolutions, financial statements and records required to be kept by BARAGA.

### **10.2 Non-member access**

No other individual may inspect the records of BARAGA.

# BARAGA REGULATIONS

## CHAPTER 1 - ABOUT BARAGA

### 1.1 Organization

BARAGA is a non-profit, volunteer association that manages the Burnaby and Region Allotment Gardens. There are more than 374 individual garden plots located on 14 acres of urban agricultural land in Burnaby, British Columbia. The property on which BARAGA is located is leased from the City of Burnaby, on a renewable five year lease agreement, administered by the Parks, Multicultural and Recreation Department. Under the terms of the lease BARAGA has complete jurisdiction of the property.

BARAGA is on a five-year lease agreement.

A Board of volunteer Directors manages BARAGA's affairs. The Directors are elected at BARAGA's annual general meeting and are responsible to the membership.

BARAGA functions largely through the work of unpaid volunteers. However, when circumstances require, directors can hire BARAGA members to do specific tasks on a fee-for-service basis or hire outside contractors or hire a student/s full time in the summer and part time when needed.

BARAGA is governed according to the Societies Act, its Constitution and Bylaws and these Regulations. Amendments to BARAGA's Constitution and Bylaws require a special resolution at the general meeting, adopted by at least 2/3 of votes cast by the voting members present. Written notice of proposed changes to the Constitution and Bylaws must be included with notice of the general meeting. These Regulations may be amended by the Board of Directors and become effective upon being communicated to the membership through the minutes or other BARAGA publications.

### 1.2 Location of the Gardens

The gardens are located at 7528 Meadow Avenue, Burnaby, B.C. (take note - this is not a mailing address, no mail can be delivered here)

### 1.3 Contact Information

- mail: Box 209, 4974 Kingsway, Burnaby, B.C. V5H 4M9
- phone: 604-600-6939 or refer to the web site to contact individual Directors by phone.
- e-mail: [directors@baraga.ca](mailto:directors@baraga.ca) or the web site to contact individual Directors by e-mail.
- e-mail for wait list: [waitlist@baraga.ca](mailto:waitlist@baraga.ca)

## CHAPTER 2 - MEMBERSHIP

Membership is open to anyone 19 years of age and older. Burnaby residents have priority.

### 2.1 Becoming a Member and Renting a Plot

Persons wishing to become members can send a written request by mail to (PO Box 209 – 4974 Kingsway, Burnaby, BC, V5H 4M9), or by e-mail to [membership@baraga.ca](mailto:membership@baraga.ca), supplying name, address, phone number(s) and email address. The name, when received will be placed on a plot rental waiting list.

Applicants must provide proof of age and Burnaby residency when applying for membership at the time of plot rental. Membership and plot rental fees are due upon acceptance of the plot rental. The membership and plot rental year begins January 1 and ends December 31.

A waiting list is kept for Burnaby residents. Plots are assigned on a first-come, first-served basis. Only one plot shall be rented to any member. No member may sublet a plot.

No more than two plot rentals may be held by persons living as one family unit or at one residence.

### 2.2 Plot Transfer, Vacancy and Succession

BARAGA members can apply to transfer from their existing plot to a vacated plot. An internal wait list is kept of members who want to transfer to a vacated plot. Members on the internal wait list have priority over people on the regular wait list. Internal plot assignments are on a first-come, first-served basis.

Requests for an internal transfer must be made in writing and will only be considered if the member's existing plot conforms to plot maintenance guidelines.

### 2.3 Associate Members

An associate member is connected to a plot with written permission of the plot renter and only pays a membership fee. **Associate members upon becoming members, may also be added to the wait list if requested.** If a renter transfers to another plot, the associate member associated with the plot goes with the renter to the new plot. If a plot renter ends the plot rental agreement with BARAGA and there is an associate member on the plot, the associate may take over that plot if he/she is on record as having been an associate member for the preceding three (3) consecutive years and is in no way responsible for the plot renter giving up the plot. If a plot renter gives up a plot prior to an associate member being on that plot for three years then the associate will have to wait until a plot becomes available **on which to continue being an associate member or until their name comes up on the wait list if they chose that option.**

### 2.4 Renewal of Membership and Plot Rental

Memberships last for one year from January 1 to December 31 and must be renewed annually. Community Service Hours (CSH) are required from members for each rented plot each year, to be completed by October 31<sup>st</sup>. In lieu of the CSH, the plot renters may pay a fee to the Society, as determined at the Annual General Meeting. In lieu of CSH fees must be paid by November 30th. Rental/renewal fees must be paid by January 31<sup>st</sup> of the membership year.

## **2.5 Responsibilities of Membership**

Members are responsible for:

- Informing the Directors in writing of a change in name, address, phone number, e-mail address or if they wish to give up the plot.
- Paying annual membership fees and plot rental fees on or before the due date.
- Following BARAGA's Constitution, Bylaws and Regulations.
- Participating in the required Community Service Hours.
- Fulfilling plot maintenance requirements.

## **2.6 Termination of Plot Rental by Directors**

Directors may terminate a plot rental agreement for non-compliance by the plot renter of the plot and pathway regulations. Notice of termination of a member's plot rental agreement must be approved by the Directors and delivered to the member by registered mail. Reasonable opportunity to make representation to the Board will be given to the member but any response must be received within 15 days of the notification to the member.

## **2.7 Discipline of a Member by Directors**

Directors may discipline a member for non-compliance of the site maintenance regulations or any Bylaws or Regulations. The primary reasons for discipline are educational as a member may not be aware of the infraction and/or may have reasonable reason for creating the infraction. Notice of discipline of a member must be approved by the Directors and sent to the member by regular mail or e-mail if requested. Members will be given reasonable opportunity to appeal to the Board of Directors.

# **CHAPTER 3 - PLOT MAINTENANCE**

## **3.1 Plot Size and Boundaries**

The size of a plot is approximately 20 ft. x 50 ft. or 1,000 sq. ft. (6 m. x 15 m. or 93 sq. m.) A limited number of half plots are available.

Boundaries of plots cannot be extended or changed. Plots cannot be combined. Pathways between plots must be at least 30 in. (76 cm.) wide.

The numbered stake identifying each plot on the southwest and northwest corners must not be moved.

## **3.2 Upkeep of Plots**

BARAGA members are responsible for the upkeep of their plots. Plot renters must:

- Begin cultivation of plots no later than May 1. Directors may terminate the plot rental agreement of a plot not under cultivation by May 1.
- Cultivation means the preparation and work on land in order to raise crops by tilling, sowing, tending and harvesting crops.
- Clear plots by November 1, except for actively growing winter crops, mulches or perennials.
- Properly cultivate the entire plot at all times throughout the growing season, except for maintained pathways.

- Plant the first two feet of the 20 ft. (6m.) plot width (nearest a main pathway) with flowers. If a plot is not on a main path then either end may have the flower bed.
- Keep the plot tidy and free from excessive weeds.
- Have compost bins or evidence of pit or trench composting.
- Ensure that no man-made products such as carpeting are used as mulch.
- Follow greenhouse and shed guidelines.
- Have clear, root and weed-free and safe pathways.
- Have no debris (rotting wood, old pots, various other items) on the plot.
- Have no fruit bearing trees over 7 ft. (2.13 m.) tall.

### **3.3 Pathways**

Plot renters are responsible for the entire pathway on the north and the west sides of their plot.

- Pathways between plots must be a minimum of 30 in. (76 cm.) wide.
- Pathways must be keep clear of all hazards or obstructions.
- Pathways must be root and weed-free.
- Only landscape fabric may be used as a weed barrier. Ensure that no man-made products such as carpeting or plastic are used.

### **3.4 Trees and Shrubs on Members' Plots**

Members may not plant non-fruit bearing trees and shrubs on their plots. Fruit bearing trees are limited to 7 ft. (2.13 m.) in height and must be on dwarf root stock. They must be placed in such position as to not shade another plot from March until October. All diseased trees must be removed as soon as possible.

### **3.5 Plot and Pathway Inspection Process**

Plot & pathway inspections are done once a month from May to November. Inspections focus on the requirements of plot and path maintenance. If a member fails to meet the requirements, a letter will be sent providing details of the infractions. After a third failed plot and pathway inspection, a notice of plot rental termination is sent to the renter with 15 days to appeal. Appeals shall be made in writing. Any appeal so made will be considered at the next Directors' meeting.

### **3.6 Structures Guidelines**

All construction and/or major renovations of structures (including greenhouses, sheds, trellises and fences) must receive approval from the Structures Approval Committee before any construction takes place. Forms are available on the BARAGA's web site.

Send in your completed forms to [directors@baraga.ca](mailto:directors@baraga.ca) including a drawing of the proposed structure, identifying dimensions, location on plot and building materials to be used.

Structures must comply with the following:

The framework for all greenhouses, sheds, and other structures can be built with wood, plastic pipe or metal tubing and the covering can be poly plastic, acrylic plastic panels or polycarbonate panels. No glass, no poured concrete material or any other material that cannot be removed.

All structures must be set back by a minimum of 6 in. (15 cm.) from the plot border and with a minimum of 2 ft. (61 cm.) for the narrow dimensions of a plot.



Height can be no higher than 7 ft. (2.13 m.) from the normal pathway elevation with a peak no higher than 8 ft. (2.43 m.).

### **3.6.1 Greenhouses**

A greenhouse is considered a structure that a person can walk into. Dimensions must be a maximum size of 200 sq. ft. (18.58 sq. m.), wall height 7 ft. (2.13 m.) and with a height up to 8 ft. (2.43 m.) at the peak. Maximum square footage of movable greenhouse type structures on a plot is 400 sq. ft. (37.16 sq. m.) and 200 sq. ft. (18.58 sq. m.) for a half plot.

### **3.6.2 Sheds**

Sheds can be up to 50 sq. ft. (4.64 sq. m.), wall height 7 ft. (2.13 m.) and with a height up to 8 ft. (2.43 m.) at the peak. Plexiglass windows can be used in sheds.

### **3.6.3 Cloches, cold frames and row covers**

Cloches, cold frames and row covers are to be built low to the ground, no higher than 4 ft. (1.21 m.) and are used for protecting plants from cold or wet weather. They are easily movable. Cloches, row covers or cold frames should be hazard-free and well-maintained.

### **3.6.4 Fences**

Fences surrounding or partly surrounding a garden plot can be no higher than 36 in. (92 cm.) Fences must be within the borders of the plot by 6 in. (15 cm.) and the required flower bed must be outside of the fence.

## **3.7 Water**

Running water is provided for all plots. Water should be conserved by:

- Not creating your own water tap system attached to the stand pipe. Taps are the property of BARAGA and shared with your fellow neighbors.
- Not leave running water unattended and not use sprinklers.
- Not watering over night.
- Adhering to any municipal water restrictions.
- Upon finding any leaks or broken pipes immediately proceed to turn off the water line at the shut-off box and report location to Directors.

## **CHAPTER 4 - SITE MAINTENANCE**

### **4.1 Hazardous Materials**

Hazardous materials must not be stored on plots or on the BARAGA site. This includes hazardous structures.

### **4.2 Common Areas**

Any alterations to common areas must be approved by the Board of Directors.

All vehicles shall be left in the assigned parking lot except for service vehicles, which may be required to enter the garden plot areas for specific purposes with the approval of the Directors.

The gardens must be vacated from sunset to sunrise. There are two authorized entrances to the gardens, the main entrance on Meadow Avenue and the East side entrance on 14th Avenue.

### **4.3 Waste Management**

#### **4.3.1 Garbage Bins**

These are provided by the Municipality and can only accept material that cannot be recycled or composted. Members must follow the City of Burnaby requirements for municipal garbage allowance.

#### **4.3.2 Green Plant Material**

BARAGA has a clearly marked community composting area for the disposal of plant material that members cannot compost on their plot. Noxious weeds such as horsetail and morning glory or diseased plant material such as club root can be bagged and placed in the green garbage dumpster.

#### **4.3.3 Brown Plant Material**

Brown material such as woody grape vines, raspberry canes, brush trimmings and small branches are collected in a separate clearly marked area.

#### **4.3.4 Recyclables**

Recycling bins are currently provided for hard plastic and cardboard. Do not overload the bins and do not leave material beside the bins.

#### **4.3.5 Waste Wood and other Large Items**

Large construction bins are brought in as required to accommodate the removal of waste wood and other large items. Members are encouraged to remove accumulated wood and other materials from their plots.

### **4.4 Tools and Equipment**

BARAGA provides some tools and equipment for members' use. Members must:

- Use them responsibly and ask for instructions when unsure of operation.
- Return as soon as the member is finished using them.
- Report any damage or maintenance needed to the Directors in person, via e-mail or phone.

Tractors and other large equipment are for occasional use only by person trained in their use. Members may use them for hauling goods to their plots with the approval of a Director. Small equipment such as tillers, lawn mowers and string trimmers are available for members to use in maintaining their plots and pathways. Small equipment can be signed out during times scheduled by the Directors or by appointment.

### **4.5 Fires**

No smoking, open fires or burning of any kind is allowed anywhere on the site. This includes hibachis and barbeques using charcoal briquettes, except for special functions approved by the Board.

### **4.6 Pesticides**

The use of herbicides, insecticides and fungicides shall be strictly in accordance with the bylaw/s of the City of Burnaby in effect from time to time. The use at the gardens is strictly limited. Refer to Appendix A.

#### **4.7 Sale of Produce**

Produce grown by members in the gardens cannot be sold or offered for sale by members.

#### **4.8 Animals**

No livestock or pets are allowed anywhere on site. No honeybees are allowed on individual plots.

### **CHAPTER 5 - SITE LIABILITY**

Subject to the Societies Act, BARAGA shall not be responsible for loss, damage, or injury to crops, persons or property within the allotment garden site.

### **CHAPTER 6 - ELECTIONS**

#### **6.1 Elections Coordinator**

Directors appoint an Elections Coordinator to organize the nominations and election process at the annual general meeting. The Elections Coordinator cannot be a member of the current Board of Directors and cannot run for office in the election being conducted. The Elections Coordinator accepts written nominations up to one week before the annual general meeting.

#### **6.2 Elections Procedures**

Elections take place after the regular business of the meeting. The Elections Coordinator takes over the chair and conducts the elections following these procedures:

- Just prior to the elections taking place, the current Directors resign their positions.
- The Elections Coordinator reads all written nominations. Further nominations are taken from the floor for the position of President. If there is more than one nominee, an election is held.
- The same procedure is followed to elect the Vice-president, Secretary, and Treasurer.
- A motion is accepted for the number of Directors-at-Large to be elected, and the number is voted. If there are more nominees than the number of Directors-at-Large to be elected, an election is

## **CHAPTER 7 – PRIVACY OF MEMBERS**

BARAGA is committed to protecting the privacy and security of personal information held about its members. Our purpose is to assure anyone who does business with us that BARAGA complies with BC's Privacy Act, and Canada's Anti-Spam Legislation. This regulation explains how we collect, use, disclose and safeguard personal information.

### **7.1 Collection of Information**

BARAGA collects personal information only from members and others who have shown an interest in BARAGA. This information is collected by a variety of methods: phone, fax, mail, email, online, or in person.

### **7.2 Use of Information**

BARAGA uses personal information to better serve our members and to expand our community of support.

This includes using the information:

- To deliver information about the garden.
- For garden business phone calls and e-mails.

BARAGA is committed to using personal information in a respectful and useful way. BARAGA is also committed to making sure members do not receive more than a reasonable number of emails, letters or phone calls.

### **7.3 Disclosure of Information**

BARAGA treats its obligations with respect to the use and disclosure of personal information very seriously. Generally, we will only use or disclose personal information for the primary purpose that it was collected or for a purpose related to the primary purpose that you would reasonably expect it to be used. BARAGA will not sell, rent or share your personal information.

### **7.4 Storage of Information**

Personal information is stored in our database(s) on a secure server and in hard copy files. Only authorized BARAGA Directors have access to this information.

### **7.5.Accountability**

BARAGA does its best to ensure that all information is recorded accurately—if you notice any errors in our correspondence with you or if your personal information changes, please contact us at 604-600-6939 or email at [directors@baraga.ca](mailto:directors@baraga.ca) to update your file.

If you do not wish to be contacted by phone, mail or email, please contact us and we will ensure that your request is honoured. If you have any questions about the Society's privacy policy or concerns about the way that your information is being used, please contact us.

## Appendix“A”

### City of Burnaby Pest Control Bylaw Permitted Pesticides (April 1, 2009)

The following substances are permitted pesticides and shall be excluded from the provisions of this Bylaw:

- (1) Insecticidal soaps
- (2) Algicides and bactericides used in swimming pools, wading pools, whirlpools or ornamental fountains
- (3) Bt (*Bacillus thuringiensis*)
- (4) Nematodes
- (5) Other biological control organisms
- (6) Animal repellents
- (7) Rodenticides
- (8) Injected tree treatments
- (9) Sticky media
- (10) Borax
- (11) Dormant Oils
- (12) Horticultural Oils
- (13) Bordeaux mixture and other sulphur compounds
- (14) Lime Sulphur
- (15) Ferric phosphate
- (16) Pruning paint
- (17) Pheromone traps
- (18) Pyrethrum (or phrethrin)
- (19) Diatomaceous earth

## Appendix“B” Summary of Important Information

**The following information is important to ensure a positive, growing experience for our gardeners. Please read the following information carefully. These are the basics of gardening at BARAGA**

1. a. We can be contacted at 604-600-6939, or by e-mail at [directors@baraga.ca](mailto:directors@baraga.ca) . Our website is [baraga.ca](http://baraga.ca) and the password for members is ‘garden’.

b. You are expected to complete 6 CSH (Community Service Hours) (3 hours for a half plot) for BARAGA each year. If you do not complete this work, you will pay \$100 (\$50 for a half plot) in lieu. Work parties are held the 2<sup>nd</sup> Saturday of each month from March through October. Consider completing your CSH early in the summer. If you cannot attend work parties or are otherwise having difficulty completing your CSH, notify [workhours@baraga.ca](mailto:workhours@baraga.ca) early in the summer for directions as to what to do. The deadline for completing these hours is October 31<sup>st</sup>.

2. Please read the by-laws and regulations. Some of the important bylaws and regulations at BARAGA:

- No smoking, no pets, no fires;
- No pesticides or herbicides – there is a list of approved products in the by-laws;
- Conserve water by not leaving watering unattended, reporting any leaks in the irrigation system and not creating your own tap/hose system. Taps are the property of BARAGA and for the use of your fellow neighbours;
- If you want to build a structure or greenhouse, please read the regulation guidelines and apply to [directors@baraga.ca](mailto:directors@baraga.ca) with details of your plan. We will send you an application form.
- Use our recycling depot with respect. Look at the signs to see what is accepted in the garbage and recycling bins.
- Use our composting areas with respect. For brown and green matter, look at the sign of what is accepted. Compost on your own plot – BARAGA cannot manage everyone’s compost, so we ask that you garden sustainably and take responsibility for your own compost.
- Respect your fellow gardeners. If you have a complaint, contact us or handle your situation respectfully.

3. Plot inspections are the first Saturday of each month. This is what we expect from you for plot maintenance as outlined in the by-laws and regulations.

- You are responsible for the west and north pathways of your garden. They should be weed free and maintained at all times.
- You must cultivate (prepare and plant) your garden by May 1<sup>st</sup> and clear your garden by November 1<sup>st</sup> unless you are winter gardening.
- You must maintain your garden to be relatively weed free. Any trees must be pruned below 7 ft. (2.13 m.).
- Structures must be safe and boundaries must be maintained.